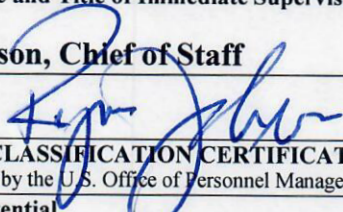
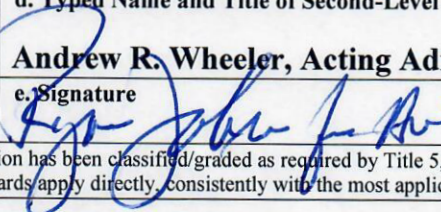
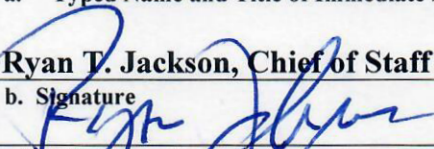
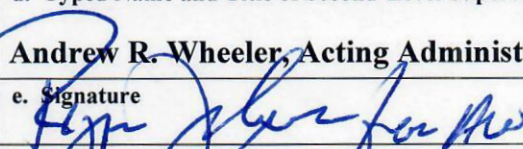
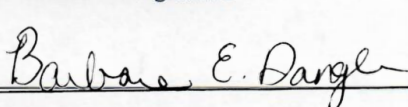


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPGS19024	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position PCS for Gen Atty Series, GS-0905, TS-18 5/74, TS-77 12/68, TS-29 8/60, TS-24 10/59					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Attorney-Adviser (General)	GS	0905	14	001
4. Supervisor's Recommendation	COUNSEL	GS	0905	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Counsel		6. NAME OF EMPLOYEE WILLEY, Katharine			
		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of General Counsel		g.			
c.		h. Employing Office Location Washington, DC			
d.		i. Organization Code C0000000			
8. SUPERVISORY STATUS					
<p>Ⓒ [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.</p> <p>Ⓒ [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.</p> <p>Ⓒ [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).</p> <p>Ⓒ [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.</p> <p>Ⓒ [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.</p> <p><input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor		d. Typed Name and Title of Second-Level Supervisor			
Ryan T. Jackson, Chief of Staff		Andrew R. Wheeler, Acting Administrator			
b. Signature	c. Date	e. Signature	f. Date		
	2/12/19		2/12/19		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential Ⓒ This position has no promotion potential Ⓒ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation Ⓒ 1 <input type="checkbox"/> Low Ⓒ 2 <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> 3 <input type="checkbox"/> High Security Clearance Required: No	c. Financial Disclosure Form Ⓒ OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position Ⓒ may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed Ⓒ is limited to current incumbent		e. FLSA Determination Ⓒ NONEXEMPT Ⓒ XEXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative Ⓒ Professional Ⓒ Executive	f. Functional Classification Code N/A
g. Bargaining Unit Code 8888	h. Check, if applicable: Ⓒ Medical Monitoring Required Ⓒ Extramural Resources Management Duties (0 % of time) Ⓒ This position is subject to random drug testing ()		i. Classifier's Signature /s/Barbara Dangler		j. Date 3/11/19
11. REMARKS					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPGS19023	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position PCS for Gen Atty Series, GS-0905, TS-18 5/74, TS-77 12/68, TS-29 8/60, TS-24 10/59					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Attorney-Adviser (General)	GS	0905	14	001
4. Supervisor's Recommendation	Counsel	GS	0905	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Counsel			6. NAME OF EMPLOYEE		
			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of General Counsel					
c.			h. Employing Office Location - Washington, DC		
d.			i. Organization Code - C0000000		
8. SUPERVISORY STATUS					
<p>Ⓔ [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.</p> <p>Ⓔ [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.</p> <p>Ⓔ [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).</p> <p>Ⓔ [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.</p> <p>Ⓔ [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.</p> <p><input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Ryan T. Jackson, Chief of Staff			Andrew R. Wheeler, Acting Administrator, EPA		
b. Signature		c. Date	e. Signature		f. Date
		2/6/19			2/6/19
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential Ⓔ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation Ⓔ 1 <input type="checkbox"/> Low Ⓔ 2 <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> 3 <input type="checkbox"/> High Security Clearance Required: No		c. Financial Disclosure Form OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position Ⓔ may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed Ⓔ is limited to current incumbent	
		e. FLSA Determination Ⓔ NONEXEMPT Ⓔ <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative Ⓔ Professional Ⓔ Executive		f. Functional Classification Code N/A	
g. Bargaining Unit Code 8888		h. Check, if applicable: Ⓔ Medical Monitoring Required Ⓔ Extramural Resources Management Duties (0 % of time) Ⓔ This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 3/11/19	
11. REMARKS					

Attorney-Adviser (General)

GS-0905-14

I. Introduction

This position is located in the immediate office of the Office of General Counsel (OGC). The incumbent serves as a legal counsel to senior management. This includes significant legal and policy responsibilities. The incumbent has wide latitude in exercising judgement, initiating and taking action in conducting cases, developing legal positions, and reviewing regulatory matters.

The proposed incumbent of the position requested for Schedule C exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the General Counsel. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the General Counsel and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the General Counsel in correspondence and other communications with Agency managers and program officials.

II. Duties and Responsibilities

1. Incumbent acts as legal counsel to OGC's senior management. Specifically, incumbent is an expert in legal matters arising under assigned areas and is responsible for all legal issues related to assigned areas. In addition, the incumbent advises the staff of the client program offices on the implementation of these actions and rulemakings. Incumbent participates in proceedings that substantially broaden or restrict major EPA activities (e.g., regulations, programs, and legislation).
2. Incumbent conducts legal research and develops legal opinions on extremely complex and difficult legal issues that present unprecedented and controversial problems and issues of interest to OGC senior management, and which are highly visible. Incumbent prepares legal memoranda or reports that clearly state the factual basis of the proposed action, explain the legal issues involved and justify all recommendations and conclusions.
3. Incumbent acts as principal EPA attorney in charge of the preparation and presentation of cases before the administrative tribunals or before trial or appellate courts and in this capacity participates in pretrial and prehearing conferences, examines formal findings for legal sufficiency, and prepares, presents or provides technical guidance for litigation. Incumbent initiates contacts with program officials and other officials having knowledge of the facts involved in the problem or case under study; obtains

information and/or legal references pertinent to the problem under study; studies legal precedents; and prepares recommendations which are accepted as authoritative and tantamount to a final decision. Incumbent has independent contacts with industry representatives, appointed State officials, environmental groups, elected Federal, State, and/or local officials, and Department of Justice or U.S. Attorney personnel and court personnel as lead EPA attorney.

4. Incumbent assists practice group leaders, higher-level OGC officials and DOJ attorneys in defending Agency regulations and actions challenged in litigation and assists in arguing or may argue legal and factual matters before administration agencies, Federal trial judges and appellate court judges; prepares and files required litigation-related documents including motions, memoranda, briefs, proposed findings and conclusions and other materials. Incumbent's personal work contacts within the Agency include Agency attorneys at all levels, Assistant Administrators and Regional Administrators.
5. Incumbent participates in one or more practice groups. Identifies and assesses overlapping legal issues in the assigned group to ensure a consistent, coherent, and sound approach to legal counseling.
6. Shares information and identifies issues which may be relevant to the work of other group members. Participates in discussions related to significant issues in the assigned area. Trains, mentors, or assists attorneys and/or paralegal specialist within the assigned area.
7. Discusses significant developments or potentially relevant issues with the practice group leader or group members. Incumbent independently makes final determinations on legal issues that do not warrant the attention of the practice group leader.
8. As requested, serves as a practice group leader.
9. As requested, serves as a team leader or participates as a member of a team addressing administrative, managerial, and cross-cutting issues or special projects.
10. Performs other duties as assigned.

III. Nature of Cases or Legal Problems: III

Extremely complex and difficult legal questions or factual issues are involved in the drafting, interpretation, or application of legislation, regulations, contracts, orders, decisions, opinions, or other legal instruments and require for their solution a high order of original and creative legal

endeavor in order to obtain a reasonable balance of conflicting interests; or complex factual or policy issues are involved requiring extensive research, analysis, and obtaining and evaluating of expert testimony or information in controversial areas of scientific, financial, corporate, medical, engineering, or other highly technical areas. The case or problems that the incumbent works on have the effect of substantially broadening or restricting the activities of an agency.

IV. Level of Responsibility: D

Nature of Function

S/he researches legal questions presented by OGC senior management and analyzes facts relating to statutes, regulations, executive orders, case law, policy, and guidance for enforcement and/or counseling matters in administrative or judicial actions or to resolve any other issue affecting the Agency's programs. The Attorney-Adviser prepares memoranda or reports outlining and analyzing the factual and legal issues involved, explaining the application of legal principles and precedents and justifying recommendations or conclusions.

Supervision and Guidance Received

Works under the administrative supervision of the Associate General Counsel, Office of General Counsel (OGC), and, as appropriate, under the guidance of one or more practice group leaders. The incumbent has wide latitude in exercising judgment, initiating action, conducting cases, developing legal positions and reviewing regulatory matters. The Attorney-Adviser is expected to carry out assignments within his/her area of responsibility generally without preliminary instruction. The supervisor may discuss the significance of the problem and give any background information received including unusual circumstances surrounding the case. The supervisor generally accepts the majority of the recommendations, strategies and documents generated by the Attorney-Adviser as completed. The supervisor does review completed work before it can be approved by the program clients.

Personal Work Contacts

The Attorney-Adviser often has direct contact with high level federal, tribal, state and local officials. The Senior Attorney's personal contacts include conferring with OGC senior management, and legal and program personnel within the Agency on important legal and policy questions.

Nature and Scope of Recommendations and Decisions

The Attorney-Adviser as requested, may act as the principal attorney and often makes recommendations directly to higher level officials both within and outside the Agency. In some cases, recommendations are made to supervisors, although such recommendations may lead to

final decisions. The Attorney-Adviser proposes solutions from a legal or policy perspective for a variety of complex issues within his/her area of responsibility.

EFFECT OF INDIVIDUAL STATURE IN THE PROFESSION

The Attorney-Adviser has achieved significant stature in his/her area of responsibility such that his/her opinions are generally recognized as authoritative and given weight. The Attorney's accomplishments have significance and the breadth of stature may be local, regional or national. Management looks upon the Attorney-Adviser for the continued competent handling of very important matters.

V. Qualifications

The incumbent has an LL.B. or J.D. degree from an accredited law school; must be admitted to practice before the highest court of a State, U.S. territory, the District of Columbia, or the commonwealth of Puerto Rico; and must maintain active status as a member of the bar of one of these jurisdictions. The incumbent has [experience] [substantial experience] [significant experience] in providing legal advice and counsel at EPA, other Federal, state or local agencies, or in private practice.